



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1740.1E (HDQ)
01
21 Sep 2009

COMNAVCRUITCOM INSTRUCTION 1740.1E (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND HEADQUARTERS (NAVCRUITCOM HQ)
NAVY SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3

Encl: (1) Sample Welcome Aboard Letter from Commanding Officer
(2) Sample Sponsor Assignment Letter
(3) NAVCRUITCOM HQ Command Sponsor Checklist
(4) Sample Sponsor Designation Letter

1. Purpose. To provide maximum relocation assistance to newly assigned military personnel and their families. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMNAVCRUITCOMINST 1740.1D.

3. Discussion. The NAVCRUITCOM HQ Sponsor Program is intended to ease the transition of Navy personnel and their families during Permanent Change of Station (PCS) moves. This program benefits Navy personnel and their families before, during and after a PCS move.

4. Responsibilities

a. NAVCRUITCOM HQ Senior Enlisted Leader (SEL). Responsible for administering an effective Command Sponsor Program. The SEL is responsible, with the assistance of Department LCPO's, for the assignment of command sponsors from each department for all enlisted personnel.

b. NAVCRUITCOM HQ Chief of Staff (COS). Assigns sponsors for all officers.

c. Command PASS Coordinator (CPC). Ensures that all incoming personnel are identified upon receipt of orders using the BUPERS Online Military Locator System. The CPC is responsible for updating the spreadsheet containing each

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Prospective Gain (PG). Additionally, the CPC is responsible for providing this information to the Command Sponsor Coordinator (CSC) within five working days of receipt of orders.

d. CSC. Conduct training and provide designation letters (enclosure (4)) for all Departmental Sponsor Coordinators (DSC). Ensure each NAVCRUITCOM HQ department is in compliance with this instruction.

(1) Ensure each DSC contacts PGs.

(2) Maintain the command recall roster listing of new PG contact information (including PG's family) for PG's reporting to their respective department.

(3) Provide the assigned sponsor with a copy of this instruction and the Command Sponsor checklist (enclosure (3)).

(4) Maintain a master log of new members, status of new member welcome aboard packages, and provide monthly feedback to SEL.

e. DSC. Provide and maintain a department PG list for all incoming personnel assigned to their department.

(1) Assign a sponsor within their department upon receipt of notification of PG from the CSC.

Note: Ensure assigned sponsor will be onboard when PG arrives. Additionally, sponsor will prepare a personal letter to PG within five working days of notification.

(2) Obtain NSA Mid-South "welcome aboard" packages from Fleet and Family Service Center to include a local newspaper and mail out to PG's current address within five working days.

(3) Contact PG to determine marital status, number of dependents, and any other circumstances requiring special attention.

(4) Provide CSC with a completed Welcome Aboard package to include a completed check-list.

f. Command Support Office. Prepare a command welcome aboard letter (enclosure (1)) and message for the Chief of Staff's signature within 30 days of receipt of PG's orders. Personnel ordered into Department Head, Special Assistant, or

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Force Master Chief billets will receive a letter signed by the Commander.

(1) Prepare labels and mail out each welcome aboard package using PG's current mailing address. This list will be provided by the DSC and shall be attached on the front of the welcome aboard package.

(2) Contact PG's command via naval message with a welcome aboard message for the prospective gain.

(3) Notify the DSC when the welcome aboard package has been sent to the member.

g. Command Indoctrination Coordinator. Organize a one-day Command Indoctrination Program for new check-ins.

(1) Ensure that the conference room is set-up for command indoctrination and is ready for all department presenters.

(2) Send written notification to department heads and representatives listing command indoctrination dates, and list the dates in the Plan of the Week for command awareness.

(3) Provide written feedback to SEL on any discrepancies or changes in the indoctrination process.

/s/

ERIC W. JOHNSON
Chief of Staff

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Sample Welcome Aboard Letter from Commanding Officer

Member's Address

Dear (Rate/Rank, Name Of Member),

Congratulations on your assignment to Navy Recruiting Command and welcome aboard the headquarters team!

Although your orders direct you to report to the Naval Support Activity Mid-South quarterdeck, please report directly to Navy Recruiting Command headquarters. Your sponsor, (Sponsor's Name), will join up with you and assist with your check-in at PSD. Our Command Program Coordinator (CPC) is available for command check-in and additional assistance between 0800 and 1630, Monday through Friday, at the following address:

Commander, Navy Recruiting Command
Building 784
5722 Integrity Drive
Millington, TN 38054

If you intend to arrive in the local area after normal working hours, please contact your sponsor at DSN 882-(xxxx) or Commercial (901) 874-(xxxx) for assistance in getting you settled and checked in the next working day. Do not notify the Naval Support Activity (NAVSUPPACT) Duty Office. In addition, you may contact the Command Sponsor Coordinator (CSC) at the above times at DSN 882-(xxxx) or Commercial (901)874-(xxxx).

Best wishes for your success in this challenging assignment. We are pleased to have you join the COMNAVCRUITCOM Headquarters Staff!

Sincerely,

(COS)

Copy to: (Sponsor's Name)

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Sample Sponsor Assignment Letter

Dear (*Rank/Rate Name of Newly Reporting Person*),

Welcome to the Headquarters Staff of Navy Recruiting Command. I am (*Rank/Name*) and I will be your sponsor. My address, phone numbers and email address are listed below; feel free to contact me if you have any questions.

Rank/Rate Full Name

Code

Address

Phone Numbers (Work, COMM/DSN and Home/Cell if Desired)

Email Address

Navy Recruiting Command headquarters has approximately 400 active duty and civilian personnel assigned. We are located on Naval Support Activity Mid-South in Millington, TN which is about 25 minutes north of Memphis. Your working hours may vary depending on the department you'll be assigned to. The base is small but there are plenty of recreational facilities/activities for you: pool, club, golf course, riding stables and a recreation area at Navy Lake just to name a few. There is also a childcare center available on base. If you have an exceptional family member or special family needs please contact me so I can help you get what you need. You will find a great deal of useful information in your welcome aboard package. If you have any questions at all please don't hesitate to call, email or write to me.

Again, welcome aboard and we are looking forward to meeting you and having you join the Navy Recruiting team.

Sincerely,

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NAVCRUITCOM Headquarters Command Sponsor Checklist

- _____ Complete sponsor personal letter, a sample letter is attached.
- _____ Contact the person you are sponsoring via telephone ASAP at least within one week.
- _____ Provide the member with information on how they may contact you.
- _____ Provide any helpful information such as the new mailing address to complete change of address forms.
- _____ Check on housing availability and inform the member if housing will be available upon reporting or if temporary lodging arrangements will be needed. Help the member with arrangements. Make sure the new member checks with the housing referral office prior to renting or buying a house.
- _____ Provide follow-up letters or phone calls.
- _____ Upon arrival of the individual:
 - _____ Ensure transportation has been arranged, if necessary.
 - _____ Accompany the member to temporary lodging.
 - _____ Furnish the member/family with base map, indicating areas of interest.
 - _____ Familiarize the new arrival with base facilities.
 - _____ Assist the new arrival with check-in procedures.
- _____ Once the member has completed relocation, consider the following:
 - _____ Assist the member during the first few weeks or months with other needs. Continue to help the new arrival "settle in." Ensure new service member is enrolled in the Command Indoctrination/TRICARE program as soon as possible.

*** Remember how it was when you got here! If you had a great sponsor, do what they did! If not, here is your chance to start a great COMNAVCRUITCOM tradition and make it better for a future shipmate.***

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Sample Sponsor Designation Letter

(Date)

From: Command Master Chief, Navy Recruiting Command

To: (YN3 John Doe, USN, XXX-XX-0000)

Subj: SPONSOR DESIGNATION FOR INCOMING PERSONNEL

Ref: (a) COMNAVCRUITCOMINST 1740.1 (HDQ)

Encl: (1) Sample Sponsor Designation letter

(2) COMNAVCRUITCOM Headquarters Command Sponsor Checklist

1. Congratulations you have been assigned to Sponsor (Rate, FN, LN). Please write (Rate, Last Name) a personal welcoming letter within five working days of receipt of this memorandum. Use enclosures (2) and (3) of reference (a) as guidelines and be sure to provide a copy of your letter along with enclosures (2) and (3) to the Command Sponsor and Indoctrination Program Coordinator.

2. Enclosed, I have provided you with a copy of the incoming member's orders which includes the official mailing address along with his UIC. Please use all available resources necessary to contact the incoming member within five working days of receipt of this memorandum.

3. I want to emphasize the great importance of your performance as a sponsor. Your efforts will provide (Rate, Last Name) with a "GREAT" first impression of our command. This initial impression is crucial to the individual's long-term attitude towards this command and the Navy. I urge you to continue to express an interest in (Rate, Last Name) until (he/she) has become familiar with their new duty assignment.

(CMC or Senior Enlisted Advisor)

Enclosure (4)